

Southwest Guilford Middle School 2024-2025 Student & Family Handbook



Dr. R. Robert Richmond IV
Principal

Mr. Thomas Ehlers- 8th Grade Co-Principal
Ms. Monique Wallace- 7th Grade Co-Principal
Mrs. Shea Rice- 6th Grade Co-Principal



4368 Southwest School Road
High Point, NC 27265
P:336-819-2985 F:336-454-4015



Welcome from the Principal

R. Robert Richmond IV, Ed. D

2024-2025

Southwest Guilford Middle School



Southwest Family,

It is my distinct honor and pleasure to welcome you to the 2024-2025 school year! I am so thankful to have become a part of the Southwest family in February of 2023. I am very excited the journey we will travel together. Middle school is a critical time in a child's life. It can be tough, joyous, and weird, but middle school can serve as a time when the foundation for our young people becomes somewhat solidified. I am a principal, but I am a parent first. I say that because my goal is to provide you and our students the same service that I would expect and want as a parent of GCS students.



At Southwest Middle School, our theme is for all of us to "Do the Right Thing." While I believe that no one is perfect, what we can do is always strive to do the right thing. Being a teenager is not easy, and it is up to all of us to grow and encourage our young people in all areas; from academics to character to manners to respect.

At Southwest, my administration's first goal is to ensure the safety of your child. My second goal is to foster strong academics and ensure that your child is making adequate progress. This progress is not just measured by a single test but by using various data and account measures. Another major focus of mine is to promote great character and to help your child be their "best self."

As the proud principal of this school, I extend my hand to you. I extend it to work together in the best interest of "our" child. I extend it to you to feel welcome on our school grounds, to feel welcome to volunteer, to feel welcome to be a part of our PTSA, and to feel welcome to reach out to our co-principals or myself should we ever be of need to your family. At our school, my administration has an "open door" policy. We WANT to work together to ensure our school-to-home bond is strong!

Yours for Children,

R. Robert Richmond IV, Ed. D

Southwest Middle School Administrative Staff		
	Principal <i>Dr. R. Robert Richmond IV</i> richmor2@gcsnc.com	
6 th Grade Co-Principal <i>Mrs. Shea Rice</i> rices2@gcsnc.com	7 th Grade Co-Principal <i>Ms. Monique Wallace</i> wallacm2@gcsnc.com	8 th Grade Co-Principal <i>Mr. Thomas Ehlers</i> ehlerst@gcsnc.com
6 th Grade Counselor <i>Mrs. Jasmine Lawrence</i> lawrenj4@gcsnc.com	7 th Grade Counselor <i>Ms. Libra Dumas</i> dumasl@gcsnc.com	8 th Grade Counselor <i>Mrs. Christy Martin</i> martinc@gcsnc.com
Curriculum Facilitator <i>Mr. Darrin Turner</i> turnerd3@gcsnc.com	School Resource Officer <i>Officer Matthew Propst</i> propstm2@gcsnc.com	Records and Withdrawals <i>Mrs. Patricia Cason</i> casonp@gcsnc.com
Treasurer <i>Mrs. Maria Pass</i> passm@gcsnc.com	Data Manager <i>Ms. Fran Verone</i> veronef@gcsnc.com	School Social Worker <i>Mrs. Deonna Akins</i> akinsd@gcsnc.com
Athletic Director <i>Mr. Darrin Turner</i> turnerd3@gcsnc.com	Cafeteria Manager <i>Mrs. Wanda Davis</i> davisw@gcsnc.com	Media Specialist/Technology <i>Ms. Karen James</i> jamesk@gcsnc.com
Front Office <i>Ms. Violet Velasquez</i>	Front Office <i>Ms. Charlotte Pressley</i> presslc@gcsnc.com	PTSA President <i>Ms. Kamille Dean</i>

School Hours

Office Hours 8:00 am-4:30 pm

Student Academic Hours 8:30 am-3:15 pm

Students may enter the building beginning at 8:00 am.

Walkers and car riders are dismissed at 3:15 p.m., and all students must be picked up by 3:45 p.m. Buses will leave campus by 3:30 p.m.

Students are not to be dropped off before the start of the car rider line at 8:00 am.

We request no early dismissals during the last 45 minutes of the instructional day (after 2:30 pm) unless in an emergency.

The end of the school day is very busy with student movement throughout the building, and our goal is to ensure students get dismissed to the correct location.

Absences and After-School Activity Participation

If students are absent from school, they are not able to participate in extra-curricular, clubs, sports activities conducted that same school day. A full day of student attendance happens when a student is present until 12:00pm.

Achievement Grades

The achievement grade is to serve as a measure of the progress of the individual child in a particular grade and/or subject. Traditional grading symbols (A, B, C, D, F) will be used in GCS middle schools.

The following grading scale will be used in all courses at SWMS:

- A = 90-100 D = 60-69
- B = 80-89 F = 59 and below
- C = 70-79 I = Incomplete

Admission to After-School Events

Students who have been suspended from school **may not attend** any after-school event during the time of suspension.

Administration at SWMS may remove students from after-school activities as part of disciplinary consequences/procedures.

Students not participating in a particular event or sports activity **are not allowed to remain** on campus to attend events that start at a later time. Allowing this puts the safety of students at risk. Students admitted to any after-school sporting competition **MUST** have an adult with them for entry to the event.

Arrival at School

Student drop off in the car rider line begins at 8:00am. No student should exit their car in the car rider line before 8:00 am. Staff are not on duty until then, and therefore there is no adult supervision. This is a safety risk to students. The school’s front doors and bus doors will open at 8:00am and all students except bus riders will enter through the front doors. Bus riders will enter through the bus ramp doors.

Entering the School Building

ALL students and campus visitors will be required to pass through touchless body scanners to enter our building. Scanners are located at the front entrance to SWMS and the bus entrance to SWMS. Any person entering campus will be required to follow our security measures. **Students or visitors who do not adhere to our security measures will not be allowed into the building.**

All persons and students will be required to enter the building in an orderly manner, pass through the scanner, and are subject to search.

Any student or person refusing said search will not be allowed into SWMS. This process is in the best interest of the safety of our staff, students, and campus visitors.

Under GCS Board Policy, the SWMS Administration has the right to search any student that administration believes has violated a GCS rule.

The staff of SWMS have a right to work in a non-hostile environment. Please stay calm and remain professional when coming to SWMS to address a concern.

Attendance

Written excuses for all absences must be sent with your student upon returning to school and given to the homeroom teacher. Guilford

County Schools’ Policy states that if a student is absent, the parent/guardian must send a note with the dates of the absence, otherwise it is considered an unexcused (unlawful) absence. Even if you have contacted the school via phone, a written excuse note is required for our records. This excuse note may be emailed. When emailing, it may be sent to the homeroom teacher. You are allowed to plan ahead and notify us of anticipated absences prior to the student’s absence by emailing your student’s team of teachers.

The following absences are considered lawful/excused absences according to the NC State Board of Education Attendance Policy:

- a) Illness/injury
- b) Quarantine
- c) Death in family
- d) Medical/Dental Appointment
- e) Court proceedings
- f) Religious observances
- g) Educational Opportunity (with prior approval)
- h) Suspension
- i) Expulsion

Unlawful (unexcused) absences are defined as the student’s willful absence from school without the knowledge of the parents/guardians, or the student’s absence from school without justifiable causes with the knowledge of parents/guardians. Unlawful absences and/or truancy may lead to disciplinary action. Continued unlawful absences may lead to court proceedings involving parents. Parents will receive notification (in the form of a district-level “form letter”) at 3, 6, and 10 days of documented absences.

Behavior (see more under “Discipline” heading)

Students are expected to respect themselves and others while at SWMS or at any school-sponsored event. At the beginning of the schoolyear, considerable time will be spent modeling and teaching students how they should behave on campus.

We expect students to come to school prepared to learn. **Students who interfere with their own learning or the learning of others will be disciplined per the GCS Student Handbook’s Code of Conduct.**

Bus Conduct

We take bus safety very seriously. Bus transportation can be revoked if a student’s behavior is dangerous or disruptive to the driver or the other passengers. **The safety of all students on the road is a priority.**

School bus drivers have full authority for actions on the school bus and the following rules apply:

- Remain seated at all times.
- Respect the driver and obey instructions from the driver.
- Talk at a low volume.
- Sit facing the front.
- Sit only in your assigned seat (if assigned) and do not move from one seat to another. Keep arms, head and belongings inside the bus.
- Do not touch other people.
- Keep legs, feet, arms and belongings out of the aisles.
- Food and drinks are prohibited on the bus.
- Do not use your personal cell phone device to record other students, post on social media sites, or cause any disruption to the bus route, with other students, driver, or interfere in any manner that is in violation of our Student Code of Conduct.
- Do not deface or destroy bus in any way.

While we understand that some students may not have transportation to school without the bus, appropriate bus behavior is expected, and students will receive consequences for their actions that endanger the safety of others. Transportation to and from school is a privilege. Being at the bus stop and riding the school bus are extensions of the school day.

GCS buses are equipped with a video/audio monitoring system that often gives a perfect picture of the student experience on the bus ride. We will use this as the main means of monitoring student behavior and bus safety. Offenses on the school bus will be treated the same as other offenses during the school day and may result in school disciplinary consequences such as in-school suspension or out of school suspension.



SWMS administrators will follow these general guidelines for bus misconduct:

- a) 1st offense: verbal warning and parental contact
- b) 2nd offense: period/s of alternative learning center
- c) 3rd offense: bus suspension for a day or multiple days depending on the incident OR Out-of-School suspension.
- d) Serious and numerous offences may result in revocation of transportation services.

Please note that administration will take all variables into consideration when an incident occurs or has a strong chance of occurring. Some actions will result in an immediate removal from a bus. If there are threats or rumors of altercations that may happen, a student may be given an immediate removal for a given time. Parents/guardians must provide transportation while a student is suspended from the bus.

Students who live within the attendance zone of the school are eligible for school bus transportation. Students must get on and off the assigned bus at their assigned stop. Due to limited space on buses, we are not able to accommodate students riding home with friends on other buses to which they are not assigned. Once you have requested a bus, it can take up to ten days for the route to be processed. For questions about bus assignment, please call the Transportation Department at 888-511-4427. You are also able to use the [Transportation Website](#) for additional support with bus concerns.

Car-Riders

The car rider line at SWMS is the only location that a student should exit a car for arrival each day or be picked up for regular dismissal. Because SWGHS and SWE have start times that are one-hour different from ours, students are not allowed to be dropped off outside of our arrival time. The only students with permission to walk to or from the SWGHS or SWE are those whose parents work at those buildings. The only locations approved for walking are locations in which there are no established bus routes. Established bus routes are based on walkability determined by the school system. If you live within walkability to the school and wish for your child to walk to or from school, please understand that we are not able to safely monitor this, and parents should plan to ensure that their child remains safe along SW School Road – especially if they will be crossing this busy road. All students are expected to be picked up pm and off by 3:45 campus in the interest of safety.

Cafeteria and Food Services/Support

You can contact our cafeteria manager, Wanda Davis, by calling the front office or emailing at davisw@gcsnc.com .

To inquire about help with food insecurities at home, please contact our school social worker, Deonna Akins, at akinsd@gcsnc.com.

This help is confidential and non-judgmental.

During the 2024-2025 school year, SWMS will be a Community Eligibility Provision (CEP) school. As a CEP school, there will be no charge for breakfast and lunch for all students.

Child Custody Concerns

We refer to birth certificates and court paperwork for parental rights. If there is a change in the custody of your child, please advise us by contacting our front office and school administration. Please present us with any official court-ordered documents. We must be able to refer to a copy of the most recent court order should a situation arise. **School administration will do all in its power to lawfully protect students and honor court-ordered documents.**

Cell Phones and Ear Buds

Students are permitted to bring cell phones and earbuds to school. However, they are not allowed to have these devices out during the school day. **The school does not take any responsibility for lost, damaged, or stolen electronic devices- including cell phones and earbuds.** If the item is out and becomes a distraction to the student or others, a staff member or the administration may hold a student's device for the day and/or request a parent pick up at the end of the school day. Repeated offenses will result in disciplinary action under [GCS Rule 27](#). While cell phones are a great tool for communication, they can also cause major disruptions in the learning environment. Cell phones should not be used to threaten, bully, or harass other students; this includes obvious displays posting or sending public threats, disrespectful writing about other students or staff, and recording incidents for posting and sharing. Students who post incidents will face adequate consequences per the GCS Code of Conduct.

Chromebooks/Student 1-1 Computer Devices

Chromebooks will be provided to each student to use during the instructional day. These devices should travel to and from home and school each day. Students are expected to charge their Chromebook each night so that it comes to school each day with a full battery/charge. Specific policies related to Chromebook care and usage will be distributed when the devices are issued. Students who misuse, mistreat, or disregard school and teacher directions regarding the use of technology may be subject to disciplinary action.

The wide variety of technology makes it challenging to monitor and control in a school environment. A student who violates any portion of the Acceptable Use Policy may immediately lose the privilege to use their school issued device at school for a length of time commensurate with the nature of the violation.



Clubs and Extra-Curricular Activities

Every student at SWMS will have the opportunity to participate in clubs. Clubs will be set up according to student and teacher interests. Information on available clubs will be shared with all students upon implementation. Students should be picked up within 15 minutes of announced club ending. An adult will remain with students until they are picked up. Excessive late pick-ups may result in a student not being allowed to attend future club meetings.



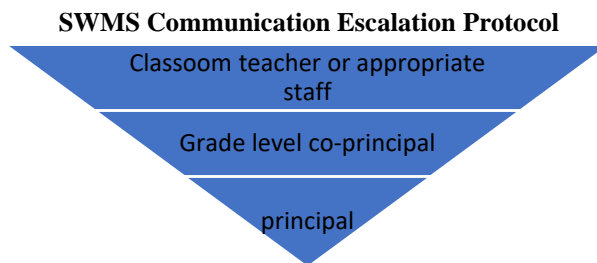
Communication

Schoolwide communications will be sent via the Connect-Ed Phone and Email System every Sunday evening with information for the week. Please ensure that we have your correct phone number and email address. Please keep your phone number and email updated in PowerSchool so you can receive these messages successfully. Contact our school's Data Manager, in the main office, to update your contact information in PowerSchool. The school website and the school's Facebook Page will also be used to post immediate and relevant information. Social media will also be used to share good news and happenings at Southwest.

The administration will do its best to refrain from sending mass phone messages during the school day unless it is an emergency or time sensitive. Teachers

will also be communicating with parents via newsletters and email regularly.

When a classroom/student situation arises, it is important to begin communication with the respective teacher first due to the teacher having direct knowledge of what may have taken place in a classroom situation. School administrators often do not have direct information to answer classroom-specific questions. However, SWMS administration has an open-door communication environment and will address all questions and concerns within a timely manner. Often administrators will have to investigate inquiries and involve the appropriate staff.



SWMS Staff will be expected to return all communication within 24-48 hours. Please allow teachers/staff grace as sometimes during the school year are busier than others. If you do not get a response from the teacher/staff within 24-48 hours, feel free to escalate to the next level. Teachers are not expected to take calls or return emails during instructional time. Any calls to teachers/staff during instructional periods will be forwarded to voicemail. Going straight to the principal, will not ensure a faster response.

Counseling Department

Our school counselors are available to work with students and their families regarding personal problems, academic concerns, schedules, and a variety of other areas. To contact your school counselor, please call 336-819-2985 or email.

- 6th Grade – Jasmine Lawrence/ lawrenj4@gcsnc.com
- 7th Grade – Libra Dumas/ dumasl@gcsnc.com
- 8th Grade – Christy Martin/ martinc@gcsnc.com

Counseling staff will provide classroom guidance 1-2 times per month to all students. Counselors will teach classroom lessons focusing on bullying and conflict resolution. Counselors will also utilize small-group and individual counseling sessions as well.

Field Trips

When a student participates in a fieldtrip for a school-sponsored activity or participates in an evening or overnight/weekend school trip (excluding athletic events), he/she must have written permission from the parent or guardian on a GCS Approved Field Trip Form.

We encourage all students to participate on all trips. Expectations for student behavior are maintained both on and off campus. It may be necessary for a parent/guardian to attend a field trip with their student, if that student has shown repeated explicit incidents of unsafe behavior. Field trips are an educational experience and an extension of the school day. Students may receive discipline consequences for action on a field trip just the same as if a student was in the physical school building.

Administration encourages parents/guardians to participate when the opportunity presents itself. Parents and guardians must have an approved volunteer form on file to participate. This application can be [found here](#).

Forgotten Homework, Band Instruments, Lunches, and Other Items

If you need to drop off an item to your student, please ring the doorbell at the front door of the school, enter the school and bring the item to the front office. There is a table where you will place items and label them. Our staff will deliver the item or call your student to the office during a class change to retrieve the item. Please remember, the natural consequences for leaving items at home may be the best way to curb the behavior rather than coming every time a student calls.

Student Deliveries

Students are not allowed to receive deliveries such as flowers, balloons, or food deliveries (ie. Uber Eats, Doordash) that they ordered themselves or receive from others. If something is delivered, it will remain in the office and the parent will be contacted. The food will then be discarded. While we understand that these deliveries can be convenient, they can become an unnecessary distraction within the school environment.

Homework

Teachers may assign homework within parameters. Teachers will work together not to assign an exhausting amount of homework. Students who consistently fail to complete homework, will most likely experience difficulty in class. It is the administration's expectation that homework be something that the student can do independently and should not monopolize a student's time out of school; as many of our students have extra-curricular activities, church, family lives, and need time to be kids.

Inclement Weather and Remote Learning Days

GCS has eliminated “snow days” and “inclement weather make-up days” from the GCS Calendar. Instead of making up missed days of school, students will learn remotely on days cancelled due to weather and/or emergencies. Because of this, it is very important that students take their Chromebooks to and from school each day and fully charge their Chromebooks each night at home. Our teachers will be prepared to pivot instruction to remote learning if school is cancelled for an emergency or inclement weather. Teachers and students will continue to use/access Canvas this school year. If there is a remote learning day, they will use Canvas to access assignments and Teams to join their teachers for live online learning sessions.

Calls about in-person learning being cancelled will be sent from the district via Connect Ed. Please also monitor the local TV channels, GCS TV on Cable, and the district’s website (www.gcsnc.com) for the most accurate school closing and delay information. The district also uses Facebook and Twitter to communicate announcements throughout the school year. Dr. Richmond will follow up the district message with a phone message specific to SWMS schedule changes.

Late Arrivals and Early Dismissals

Students must be present for half of the school day for the student to be marked “present” for the day. In order for students to be counted present, students must check into school no later than 12:00 pm and cannot check out prior to 12:00 pm (i.e. 12:00 pm is the halfway mark of the school day for being counted present). For late arrivals, a note signed by the parent or a note from the appointment is required to explain the tardy. When the student arrives, he/she must ring the front doorbell and speak with a member of our front office staff. Upon verification, the student will enter through the front door of the school. The student will scan their One Card at that time and a Tardy Slip will be given to the student. The student will provide the slip to the teacher to be admitted to class. The tardy will be considered “unexcused” until a note of explanation from the parent is received (please send in at the time the student is arriving, and the student can submit it to the front office).

For Early Dismissals:

The area around the school and the front office get extremely busy towards the end of the day. We aim for students to remain in their final class of the day for its entirety unless there is an emergency need for a student to leave school. For these reasons, we do not allow – on a routine basis – early dismissals to occur after 2:30 pm –

the final 45 minutes of the school day. Of course, we realize there may be emergencies or appointments that are unavoidable during this time. But as a general rule, we do not permit dismissals during this time. We greatly appreciate your cooperation and support with this procedure as it does support our students having a strong academic day until the dismissal bell.

Please be patient as our school is large and sometimes students are with their class at lunch or in other areas. Please allow for anywhere from 5-15 minutes for a student to be located, gather their materials and travel to the front for dismissal.

When a student becomes ill during the school day, they should notify their current teacher. The teacher will then allow the student to contact the parent/guardian via the classroom phone, office phone, or the student’s personal phone. Students who are sick, and awaiting a ride, may wait in the office sick room until the parent arrives.

When you arrive to pick up your student, please ring the front doorbell and an office staff member will verify your identity. **Please bring your Driver’s License with you to the door. Staff are required to verify your identity and that you are listed on the student’s school pick-up contacts in Powerschool.** Only after these are confirmed will the student will be released. You may wait inside or outside the building.

Students will not be allowed to leave with anyone not listed as a school pickup in PowerSchool. To ensure the safety of our students, we will conduct an ID verification that may include, but not limited to, asking verifying questions of the adult requesting pick-up. If someone other than a “contact” needs to pick up your child, please communicate with the front office. If we do not hear from the parent or guardian, we will not release the student. Please verify with the school administration and/or our Data Manager if there are any special custodial agreements that should be noted for your child and provide us with a copy of the most current court orders/paperwork. This copy should have all proper signatures (i.e. judges), court stamp, and dates. School administration will have the final say of who picks up a child in an unverifiable situation.

Leaving Messages for Students

In case of emergencies, parents/guardians may leave messages for students with the front office at 336-819-2985. To avoid interrupting instructional time, messages will be delivered between class changes.

As a reminder, we do not allow students to use their cell phones during the day. Please refrain from texting or calling your student on their cell phones with an expectation of getting a response from them during the school day. A student corresponding on a cell phone during the day may result in school consequences for your child.

Lockers (hallway)

Hallway lockers are no longer issued to all students. However, lockers may be requested by a parent or guardian for a student. Please remind your student to empty old contents from their bookbag so that it is not too heavy. If your child's book bag is too heavy during the school day, they can work with their homeroom teacher or the last teacher of the day to store some items in classrooms. Teachers will work to accommodate the contents of bookbags and ensure that students are not being required to carry items that are too heavy. Students are not assigned a large number of heavy books as in the distant past. If you have a concern about the weight of your child's bookbag, please let the team of teachers know so that an assessment of its daily content can be made.

Lost and Found

Do not bring valuable items to school. There is always the risk of it being stolen or lost. Students should check with the office during school to locate lost items. Mark coats and hats with the student's name to help identify lost items. Items in Lost & Found will be cleaned out monthly and donated to local agencies. The current location for Lost & Found is outside the front office.

Make-Up Work (for absences)

According to GCS Board Policy, "students are responsible for all work missed when absent from school. Immediately upon returning to school, students must make arrangements with their teacher(s) to make up all work (assignments, tests, projects, etc.) missed while absent. All make-up work, including tests and quizzes, should be completed as soon as possible when returning to school. Students may also use Canvas to stay up to date with current assignments while they are absent from school. Upon request, teachers will prepare assignment packages for students with extended illnesses or planned absences and/or direct students to the Canvas Page.

Media Center

The media center operates on a flexible schedule. Students may check out library books with permission from their teacher. ELA classes will also circulate through the media center. Students, small groups, and whole classes use the media center for research and producing academic projects.

Teachers and the media coordinator educate students regarding Guilford County Schools' Acceptable Use Policies in Technology. Students must adhere to guidelines, including but not limited to printing, games and Internet access policies, whenever they use any school computers or GCS Owned Devices or the secure network.

Medications

Students are not allowed to take self-medicate. A medication form must be turned in before we can administer any medicine to a student. The form must be completed and signed by the parent/guardian and verified with the doctor's signature. Medicines must be brought to the school by a parent or guardian – please bring medicine to the Main Office. Students will be allowed to come to the office at the designated/prescribed times so that the medicine can be administered in the office by a member of the office staff.

Therefore, any prescription or OTC medicines found to be with students will be confiscated by staff. This is to ensure the safety of all students. **Please help us educate and encourage students to not ever take medication or unknown substances from any other person.** Students sharing or taking medications or substances from another student will be disciplined according to [GCS Board Policy](#).

This procedure applies to all medications, including over-the-counter medications. Teachers cannot administer medication to students, including (but not limited to) aspirin or cough medication. Inhalers and EpiPens that are required/prescribed will remain with the student or HR teacher at all times. The form must be on file in the main office in order for the student to carry the inhaler and/or EpiPen in their bookbag.

Southwest High/Elementary School Campuses

The high school campus is off-limits to all middle school students during all regular school day hours. Middle School students may attend school functions at the high school if they have purchased a ticket to attend an event. Middle School students are not allowed to walk to or from the high school parking lot during arrival or dismissal.

Parent Teacher Student Association (PTSA)

The Parent Teacher Student Association is an excellent way to contribute to your child's school. Memberships are \$14.00 per family (2 members) or \$8.00 for individuals. These funds help us provide materials and funding for many school activities.

Please visit the PTSA website for information about the current officers, events, spirit wear, and fundraising activities. Your PTSA President for the 2024-2025 school year is Kamille Dean.

Report Cards & Interim Progress Reports

Our goal is to provide a high-quality education for each student. This can best be accomplished in partnership between teachers, students, and parents. Please keep your contact information updated in PowerSchool and update our Data Manager if changes occur with your phone number, address, or email address. On-going/current grades can be viewed through the PowerSchool Parent Portal at

<https://gcsnc.powerschool.com/public/home.html>. The dates listed below have been established by GCS for Interim Report Dates and Report Card Dates.

Interim Reports

The Interim Grades will be viewed through PowerSchool Parent Portal. Any student having a D or F in a course will receive a paper copy of grades from the respective class during the 1st semester only. The student will be expected to return the paper signed by a parent/guardian back to the teacher within five days.

Quarterly Report Card

The official quarterly Report Cards will be viewable using the Powerschool Parent Portal.

Interim Report and Report Card Dates 24-25				
	QTR.1	QTR. 2	QTR. 3	QTR. 4
Interim report viewed online/	Sept. 26 D/F reports given to students	Dec. 10 D/F reports given to students	Feb. 26	May 8
Grading period ends	Nov.1	Jan. 24	Mar. 28	June 11
Report card available sent via Parent Portal	Nov. 14	Feb. 5	Apr. 8	Mailed

School Insurance and Accidents

Guilford County Schools does not automatically provide insurance coverage for students. Parents have the option to purchase accident insurance to cover unforeseen injuries at www.k12studentinsurance.com. Please contact the school if you would like the front office to print off the parent application for your use. Please understand that school is like any other place, accidents will happen.

Student Dress Code

The dress code is in place to promote a safe environment conducive to learning. Students who are found out of compliance with the dress code will be asked to call home for appropriate clothing or be offered clothes that we have on hand, if available.

appropriate clothing or be offered clothes that we have on hand, if available.

Students will have consequences from school administration for repeated violations of the dress code. Parents and students should familiarize themselves with the later section “2024-2025 Dress Code Expectations”.

School Meals – Breakfast and Lunch

Students may bring their own lunch or receive a lunch from the cafeteria. **Students are NOT charged for breakfast or lunch.** Students may not bring soda, caffeinated or energy drinks. Students may bring water, flavored water, sports drinks, and/or juice. No glass bottles or containers. All drinks should have a flip or screw top lid. **Students may not receive lunches at school using any delivery system or service.**



Sports - Spectator Expectations for Games

All students must remain in the gym or gym commons area – students are not permitted to go outside, roam the building or go into the locker rooms. Students should only be in the gym commons area to purchase snacks and drinks or to use the restroom. Students should remain in the main gym to watch the games. Food and drinks can be consumed in the gym. All students should be respectful of the other teams, officials and other fans in the stands – no taunting, name calling, or inappropriate comments or gestures. Students should not throw objects in the bleachers or onto the main gym floor. All students are responsible for their own belongings- backpacks should stay with students at all times. Do not leave belongings unattended. If a student is attending multiple games, they should call for their ride at the end of the 3rd quarter of the last game. All regular rules and expectations remain in full effect. If repeat or serious offenses occur, students can be excluded from attending extra-curricular events as a spectator.

Staying After School

All students are to leave school promptly at dismissal time unless they are staying for a supervised, school-sponsored activity. Students who are not with a supervising adult, club, sports team, etc. should be picked up from the car rider line each day by 3:45pm. If a parent arrives after 3:45pm

they will need to park, walk to the front door and ring the doorbell to pick up their student.

Student Records/Discipline Information

Student cumulative records are maintained in the Counseling Department/Main Office. These records are confidential and are protected by the FERPA Privacy Act. A child's custodial parents may request to see these records and/or have copies of these records. **When an incident occurs between two or more students, administration and staff cannot discuss discipline consequences of the other student/s involved per the FERPA Privacy Act.**

Telephones

Students may be permitted to use the office phones or classroom phones for illness, contacting a ride, or providing important information to parents. Cellular phones or electronic devices are not permitted to be used during the instructional day. **It is strongly encouraged that students use a school phone to contact parents so that the risk of having the cell phone confiscated does not happen. Students are only to use cell phones with the direct permission of teachers and staff. If students are seen or heard (unless given direct permission to use by a teacher for a learning event), devices may be confiscated and held by a teacher or administrator.** Phones may be returned to the student at the end of the day, or the teacher/administrator may contact the parent and require that the parent pick the phone up from the front office for repeated violations. SWMS will not tolerate students using electronic devices to bully others, threaten the safety of students and staff, promote the misfortune of others or promote the disruption of the school day. Please familiarize yourself with [GCS rules and board policy](#).



Textbooks, Damage Fees, Money Owed

Notification of fees and monies owed will be sent home periodically. Final report cards may be withheld for students who owe money for any damaged or missing school property (i.e. textbooks, Chromebooks, library books).

Visiting/Volunteering at SWMS

We welcome you to our school! All visitors must ring the doorbell to be allowed entrance. Please check in at the main office and obtain your visitor's badge. If you want to meet with or speak with a particular teacher, please arrange a parent-teacher conference with the teacher during their planning time or before or after school at least 24 hours in advance.

Teachers will not be expected to stop instruction to meet with parents unless in the event of an emergency. You may leave a message for teachers in our main office by calling 336-819-2985 or ask to leave the teacher a voicemail. You may also contact teachers via email to arrange times to meet. Parent volunteers are welcome and are an important part of the school program. Anyone desiring to serve as a volunteer at SWMS may contact the school office or PTSO officers. Volunteers are required to be approved by the Board of Education. Criminal record checks are mandatory for all volunteers. Visit <http://www.gcsvolunteers.com> to complete this process.

Smoking/Vaping

Our goal is a safe and healthy environment for all students. In accordance with GCS Board of Education Policy CPGA- the use of tobacco products, juuls, ecigarettes or other vaping devices is prohibited. Students may not possess these items while they are on school grounds (including school, bus, bus-stop) or at any school sponsored activity or event. **Appropriate consequences will be issued for any student that violates this policy. Students may receive consequences, be referred to a smoking cessation program, or be referred to the Guilford County Teen Court. Students are encouraged to report any information of other students that are exhibiting behaviors that danger our students and or staff. Students caught selling vapes will be disciplined thoroughly within GCS Board policy. Vapes and controlled substances have become all too common and will be taken seriously at SWMS.**

Student Reporting/Bullying/Threats

Students are strongly encouraged to report any bullying, threatening, or self-harm to a trusted adult and administrator immediately. It our role as school staff to teach students the consequences of their actions and how it can affect others. There is a difference between bullying and conflict.

Bullying is:

-Repetitive - Intentional - Targeted

School staff will do all in its' power to protect students and to guide and teach them through meaningful conflict resolution. However consistent bullying will not be tolerated.

[Please visit the GCS Bullying Reporting Online Form.](#)

Skipping Class/Being in Unapproved Areas

School administration and staff will use “hall sweeps” and “hall shutdowns” at random times on random days to ensure students are in class and not in unapproved areas without permission such as outside, bathrooms, stairwells, etc. Any student caught in an unapproved area without a hall pass will be moved to ISS for the remainder of that time period without question. Parents will be notified. Students are not allowed in the halls unless they have permission. Students are not allowed in the hallways during the first ten minutes or last ten minutes of a class period.

Discipline/Positive Behavior

SWMS will employ multiple strategies to teach and encourage positive behavior. School discipline refers to the rules and strategies applied in school to manage student behavior and practices used to encourage self-discipline. The goal is self-discipline in all areas (behavior, academics, athletics, etc.) Some discipline is punitive, and some is positive. SWMS will use a combination of both to teach and reinforce students becoming self-disciplined.

Starting during the 23-24 school year, SWMS will:

- Incorporate a HR Behavior period where teachers will teach a school-wide behavior focus daily.
- Have a community focus on teams within grade-levels to build community.
- Incorporate classroom guidance to teach important topics such as conflict resolution and bullying prevention.
- Use school-wide, team, and student incentives to teach and reinforce positive self-discipline.
- Use consequences approved by [GCS board policy](#) to maintain a safe and orderly student learning environment.

Consequences can include but are not limited to:

- OSS -ISS -Administrative conferences
- Parent/Administrative consequences
- Restitution -Counseling -Removal from an area
- Removal from bus transportation immediately and/or with notice
- Referral to teen court -Community service in school
- Recommendation of long-term suspension
- Lunch detention -Bus suspensions

Administrators and staff will discuss the consequences of students involved with the respective student’s parent/guardian only.

GCS Clear Bag Policy for Sporting Events and Large Crowd Gatherings

The safety of our students, staff, and fans is a top priority. Guilford County Schools is constantly enhancing emergency and safety protocols through ongoing

collaboration and partnership with law enforcement agencies, community partners and other urban school districts. You are permitted to bring:

- Clear plastic or vinyl bags that are no larger than 12” x 6” x 12”
- One gallon-sized clear plastic storage bag
- Small, clutch bags that are no larger than 4.5” x 6.5”
-

You are NOT permitted to bring:

- Purses larger than a clutch bag
- Briefcases
- Backpacks
- Fanny Packs
- Cinch/Drawstring bags
- Luggage
- Computer/Camera Bags

Medical bags, as well as diaper bags with an infant/toddler present, are allowed but are subject to inspection at the entrance. Small clutch purses, with or without a handle or strap, are also permitted and subject to inspection.

Please familiarize yourself with the [GCS Clear Bag Policy](#).

Family List of Regularly Used Educational Acronyms

- ISS- In-school suspension
- OSS- Out of school suspension
- SRO- School Resource Officer
- IEP- Individualized Education Plan
- ALC- Alternative Learning Center
- CEP- Community Eligibility Provision
- HR- Homeroom
- PTSA- Parent Teacher Student Association





Southwest Guilford Middle School Dress Code Expectations

The goal of the SWMS Dress Code is to promote safety, health, and a positive school climate. Students are expected to maintain personal attire and grooming standards that will uphold ideals that are not disruptive to the educational setting.

	Acceptable:	Prohibited- includes (but not limited to):
Tops	<ul style="list-style-type: none"> • Long and Short Sleeve shirts, dresses, jackets • Collared shirts • Tops that cover the entire mid-section and stomach area • Hooded and crew neck sweatshirts • School spirit shirts 	<ul style="list-style-type: none"> • Tops revealing cleavage • See-through shirts / tops • Tank tops, sleeveless tops, and spaghetti straps • Shirts that display inappropriate messages (drugs, guns, alcohol, drugs, gangs, profanity, sexually suggestive etc.)
Bottoms	<ul style="list-style-type: none"> • Pants & shorts must fit properly. They should not be hanging low or too tight • Dress pants, khaki pants, jeans, warmups, sweat suits • Leggings and tights must be worn with a top that extends to at least fingertips 	<ul style="list-style-type: none"> • Pants, shorts, or any bottoms that reveal undergarments • Pants / shorts with writing across the buttocks area • Pajamas of any kind are not permitted • Holes or shredded areas above the knee (more than approximately 2 inches open) that expose skin or under garments are not permitted.
Headwear Footwear	<ul style="list-style-type: none"> • All students must wear shoes of some kind (tennis shoes, sandals, etc.) • Hats, hoods, and headgear may be worn outside • Headwear is prohibited in the building unless worn for religious reasons 	<ul style="list-style-type: none"> • Hats, hoods, bonnets, scarves and durags are not permitted in the building • House shoes and slippers of any kind are not permitted • Masks with offensive slogans or pictures (drugs, alcohol, guns, weapons, gangs, profanity, etc.) • Wireless earbuds are not permitted to be worn in the building • Blankets

The SWMS Dress Code will apply to all students on campus at SWMS including field trips, exam days, and when classes are outside. Students who violate the dress code may be offered on-hand clothing, the opportunity to call home for correct attire, and/or may face disciplinary action. Administration will make all efforts to work with families to reach an acceptable conclusion. All final decisions will be made by the school administration.

Students who are enrolled in PE or Team Sports are expected to attend school "PE Ready" where students are dressed appropriately for athletics.

***Approved by the Southwest Middle School Site-Based Leadership Team/July 2023

APPROVED – February 7, 2023

Guilford County Schools Traditional Academic Calendar 2024-2025

<p>Holidays: 11 Vacation Days: 10 Optional Teacher Workdays: 5 Mandatory Teacher Workdays: 9 Student Days: 180 Student Hours: 1,080</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">JULY 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2024							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
JULY 2024																																																									
S	M	T	W	Th	F	S																																																			
	1	2	3	4	5	6																																																			
7	8	9	10	11	12	13																																																			
14	15	16	17	18	19	20																																																			
21	22	23	24	25	26	27																																																			
28	29	30	31																																																						
<p>19-22 Mandatory Teacher Workdays 23 Optional Teacher Workday 26 First Day for Students</p> <p>Instructional Days: 5</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">AUGUST 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST 2024							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
AUGUST 2024																																																									
S	M	T	W	Th	F	S																																																			
					1	2																																																			
3	4	5	6	7	8	9																																																			
10	11	12	13	14	15	16																																																			
17	18	19	20	21	22	23																																																			
24	25	26	27	28	29	30																																																			
31																																																									
<p>2 Labor Day Holiday</p> <p>Instructional Days: 20</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">SEPTEMBER 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	SEPTEMBER 2024							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
SEPTEMBER 2024																																																									
S	M	T	W	Th	F	S																																																			
	1	2	3	4	5	6																																																			
7	8	9	10	11	12	13																																																			
14	15	16	17	18	19	20																																																			
21	22	23	24	25	26	27																																																			
28	29	30																																																							
<p>18 Optional Teacher Workday</p> <p>Instructional Days: 22</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">OCTOBER 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	OCTOBER 2024							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
OCTOBER 2024																																																									
S	M	T	W	Th	F	S																																																			
		1	2	3	4	5																																																			
6	7	8	9	10	11	12																																																			
13	14	15	16	17	18	19																																																			
20	21	22	23	24	25	26																																																			
27	28	29	30	31																																																					
<p>18 Optional Teacher Workday</p> <p>Instructional Days: 22</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">OCTOBER 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	OCTOBER 2024							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
OCTOBER 2024																																																									
S	M	T	W	Th	F	S																																																			
		1	2	3	4	5																																																			
6	7	8	9	10	11	12																																																			
13	14	15	16	17	18	19																																																			
20	21	22	23	24	25	26																																																			
27	28	29	30	31																																																					
<p>1 End Q1 (48 Days) 4 Mandatory Teacher Workday 5 Optional Teacher Workday 11 Veterans Day Holiday 27 Vacation Day 28-29 Thanksgiving Holidays</p> <p>Instructional Days: 15</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">NOVEMBER 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	NOVEMBER 2024							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
NOVEMBER 2024																																																									
S	M	T	W	Th	F	S																																																			
					1	2																																																			
3	4	5	6	7	8	9																																																			
10	11	12	13	14	15	16																																																			
17	18	19	20	21	22	23																																																			
24	25	26	27	28	29	30																																																			
<p>23 Vacation Day 24-26 Winter Holidays 27, 30-31 Vacation Days</p> <p>Instructional Days: 15</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">DECEMBER 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	DECEMBER 2024							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
DECEMBER 2024																																																									
S	M	T	W	Th	F	S																																																			
	1	2	3	4	5	6																																																			
7	8	9	10	11	12	13																																																			
14	15	16	17	18	19	20																																																			
21	22	23	24	25	26	27																																																			
28	29	30	31																																																						
<p>1 New Year's Day Holiday 2 Vacation Day 3 Optional Teacher Workday 20 Martin Luther King, Jr. Holiday 24 End Q2 (43 Days) 27 Mandatory Teacher Workday</p> <p>Instructional Days: 18</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">JANUARY 2025</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	JANUARY 2025							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
JANUARY 2025																																																									
S	M	T	W	Th	F	S																																																			
			1	2	3	4																																																			
5	6	7	8	9	10	11																																																			
12	13	14	15	16	17	18																																																			
19	20	21	22	23	24	25																																																			
26	27	28	29	30	31																																																				
<p>17 Mandatory Teacher Workday</p> <p>Instructional Days: 19</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">FEBRUARY 2025</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </tbody> </table>	FEBRUARY 2025							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
FEBRUARY 2025																																																									
S	M	T	W	Th	F	S																																																			
						1																																																			
2	3	4	5	6	7	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28																																																				
<p>28 End Q3 (43 Days) 31 Mandatory Teacher Workday</p> <p>Instructional Days: 20</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">MARCH 2025</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	MARCH 2025							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
MARCH 2025																																																									
S	M	T	W	Th	F	S																																																			
						1																																																			
2	3	4	5	6	7	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28	29																																																			
30	31																																																								
<p>14-17 Vacation Days 18 Spring Holiday</p> <p>Instructional Days: 17</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">APRIL 2025</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	APRIL 2025							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
APRIL 2025																																																									
S	M	T	W	Th	F	S																																																			
		1	2	3	4	5																																																			
6	7	8	9	10	11	12																																																			
13	14	15	16	17	18	19																																																			
20	21	22	23	24	25	26																																																			
27	28	29	30																																																						
<p>27 Memorial Day Holiday</p> <p>Instructional Days: 21</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">MAY 2025</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	MAY 2025							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
MAY 2025																																																									
S	M	T	W	Th	F	S																																																			
				1	2	3																																																			
4	5	6	7	8	9	10																																																			
11	12	13	14	15	16	17																																																			
18	19	20	21	22	23	24																																																			
25	26	27	28	29	30	31																																																			
<p>11 Last Day for Students, End Q4 (46 Days) 12 Mandatory Teacher Workday 19 Optional Teacher Workday</p> <p>Instructional Days: 8</p>	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th colspan="7">JUNE 2025</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JUNE 2025							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
JUNE 2025																																																									
S	M	T	W	Th	F	S																																																			
	1	2	3	4	5	6																																																			
7	8	9	10	11	12	13																																																			
14	15	16	17	18	19	20																																																			
21	22	23	24	25	26	27																																																			
28	29	30																																																							

First/Last Day for Students
 Vacation Day Holiday
 Optional Teacher Workday Mandated Teacher Workday



Southwest Middle Frequent Question and Answer Sheet- FAQs

<u>Question</u> My child is going to be/has been absent, who do I send the absence note to? Contact about absences?	<u>Answer</u> Send in a written note with your child, or email the note to your child's homeroom teacher.
<u>Question</u> I have a question about athletic eligibility, athletic consequences, a concern about a coach...	<u>Answer</u> Contact our athletic director Mr. Darrin Turner at turnerd3@gcsnc.com
<u>Question</u> I have students at SWE, can I drop my student off early at SWMS?	<u>Answer</u> No. This is a safety issue and students will not be supervised until the bell rings at 8:00am.
<u>Question</u> Why does it take so long when I come to check out my student?	<u>Answer</u> Students may be on the complete opposite end of the building, in a class located out back in a mobile unit, have to pack their belongings, have to get their instrument, the class may be in the media center or outside, middle school kids are not often in hurry (😊)etc. Please allow 10-15 or so minutes for student travel.
<u>Question</u> I have a concern about something that happened between my child and another child in the classroom, who should I contact?	<u>Answer</u> The teacher most closely involved, escalate to the grade level co-principal if needed, escalate to the principal if needed.
<u>Question</u> I have a concern about something that happened on the bus, who should I contact?	<u>Answer</u> The co-principal of your child's grade level, escalate to the principal if needed.
<u>Question</u> How often do teachers update grades?	<u>Answer</u> At minimum, every two weeks
<u>Question</u> My child forgot his/her lunch, can I send them a Doordash?	<u>Answer</u> No, food delivery service is not allowed. A parent may bring food into their child.
<u>Question</u> I have a concern that my child's IEP or 504 is not being followed. Who do I contact?	<u>Answer</u> Start with the IEP case manager or 504 coordinators. Feel free to include the co-principal to investigate.
<u>Question</u> My student missed the bus. Their sibling is a student at SWGHS, can my student walk over and take the bus home with them.	<u>Answer</u> No. This can only be approved by GCS Transportation Dept. Often buses are filled to capacity and/or are not the same bus with the same routes from SWMS.
<u>Question</u> You cannot question my child without my knowledge.	<u>Answer</u> Administrators may question any student who is suspected of breaking a GCS Board Rule. Administrators do many investigations and student conversations. The SWMS administration will always do it's best to be respectful to students, keep parents in the loop, and promote a safe learning environment.

Appendix A- Head Lice

GUILFORD COUNTY SCHOOL GUIDELINE

Pediculosis, or head lice infestation, has been a public health nuisance for thousands of years. Lice are small insects that live only off human blood. Head lice do not transmit disease nor are they a sign of poor hygiene. They can cause embarrassment and concern for children, parents, and schools. Since head lice spread person to person, the Guilford County School System has adopted procedures.

If an individual is suspected of having an infestation with head lice, that person will be referred to the school nurse or designated trained staff member for examination. When an infestation is confirmed, the following action will be taken:

The principal will be notified.

- If *live head lice* have been detected, the parent/guardian will be notified to pick up the child from school.

If nits alone are seen, the parent/guardian will be notified by telephone by the end of the school day. In either case, the parent/guardian will be given treatment options and education on the biology of head lice and methods to eliminate the infestation

- Children who have had live lice identified may be readmitted to school when the parent/guardian provides proof of purchase of the lice treatment product and no live lice are present. There should be significant reduction (75%) in the number of nits observed. The school nurse or trained school staff may recommend that the child be sent home for additional nit removal.
- The expectation is that students should be able to return to school the following day. In unusual circumstances where the problem persists, a total of three excused absences will be allowed per episode. After three days of absences for lice infestation, the absences will be counted as unexcused.
- Individuals with repeated infestations will be referred to the school nurse who will determine appropriate interventions.

Guilford County School Guideline
7/09 Reviewed 7/20



Appendix B- Universal Precautions

Universal Precautions

What are universal precautions?

Universal precautions are practices that limit contact with another person's body fluids in order to prevent possible exposure and infection from viruses, such as HIV/AIDS or viral hepatitis. All body fluids should be treated as infectious in order to prevent the spread of disease and protect staff and student confidentiality.

What is included in universal precautions?

Universal Precautions include use of gloves when cleaning up blood or any body fluids that could potentially be contaminated with blood. Gloves should also be worn when administering first aid or responding to an emergency or accident, cleaning up vomit or urine and any other body fluid exposure. Gloves should be a standard component of first-aid supplies within schools and should be readily accessible for emergencies.

Wear disposable single use gloves when:

- touching any body fluid, especially blood.
- examining the mouth or assisting with dental care or emergencies.
- coming in physical contact with anyone who has open cuts or lesions.

Wash your hands:

- before preparing or eating food and after eating.
- after using the restroom.
- before and after changing diapers or assisting a student with toileting needs.
- before and after administering first aid.
- after contact with any body fluid (blood, saliva, vomit, feces, urine, menstrual flow, wound drainage or nasal discharge).
- after removing disposable gloves.

According to the Centers for Disease Control and Prevention, hand washing is the single most important factor in preventing the spread of infectious diseases.

For more information call the Guilford County Department of Health & Human Services at 336 641-7777/336 641-3447 or visit our website at www.guilfordcountync.gov.

Appendix C- Asthma Care



TO BE MAINTAINED IN PERMANENT RECORD. DO NOT DESTROY.

Asthma Emergency Care Plan

Name of Student: _____ Date of Birth: _____

Dear Parent:

We understand that your child has asthma. Please complete this form and return it to school as soon as possible. If your child needs medication at school, we must have a completed medication authorization form. It is your responsibility to inform school staff regarding your child's medical needs. This Care Plan will be maintained on file for your student. If changes are needed to this Care Plan, please notify your School Nurse.

School Nurse Phone _____

Green Zone

- Breathing is good
- No cough or wheeze
- Can work and play without symptoms or taking breaks

- Take daily medications as ordered by your doctor.
- Avoid environmental triggers when possible.

My child's triggers are:

- Pollens Temperature Changes Colds/illness
 Exercise Perfumes/Chemicals Dust Mites

Yellow Zone

- Coughing
- Wheezing
- Chest tightness
- Shortness of breath

- Keep student calm and resting in a comfortable position. **Do not leave student alone.**
- Administer rescue medication as ordered.

My child requires emergency medication at school.

Medication Authorization Required

My child does not require emergency medication at school.

Parent will be contacted for asthma symptoms.

Red Zone

- Medicine is not helping
- Breathing is hard and fast
- Difficulty speaking
- Ribs showing with inhale
- Nasal flaring

- Keep student calm and resting in a comfortable position. **Do not leave student alone.**
- Administer rescue medication if available.
- Call first responders and 9-1-1.

The school nurse may communicate with the student's health care provider:

Dr. _____ Phone _____

Parent/Guardian Signature _____

Date Completed _____

Teachers are responsible for establishing a means of notifying all others who may assume responsibility for this student (teacher assistants, substitute teachers, specialty teachers), that this plan exists.

PEC APP 10/19 REV 2021 REV 2023

Appendix D- Campus Life



Southwest Campus Life

Dear Parents/Guardian,

My name is Louis J. Chaney and I have the privilege of leading along with a team of adults the **Campus Life** program at Southwest Middle School. I wanted to take this opportunity to introduce you to what **Campus Life** is and give you my contact information.

We provide fun & safe year around activities to help students through their middle and high school years.

Please scan the **QR CODE** below to receive regular updates and sign the required annual form. We look forward to having your child be a part of **Campus Life!**



d



CONTACT INFORMATION:

SWMS Campus Life Director: Louis J. Chaney

Email: lchaney@ggyfc.net

Phone: 336.558.6685

Street Address: 917 North Elm Street,
Greensboro, NC 27401

YFC Mailing Address: P.O. Box 516, Greensboro,
NC 27402

Chapter Website: greensboroyfc.net

ABOUT CAMPUS LIFE

Campus Life is a program of Youth For Christ, a non-profit organization that has been active throughout the United States for over 75 years. Currently Campus Life has over 1,000 sites located across the country.

Along with fantastic trips and events, our weekly meetings address issues students face while relating them to basic Christian principles.

Relationally Based

Campus Life has found the importance of shared experiences between a student and a caring, supportive adult are indispensable. This is why we place the primary focus on relationships and not programs.

Holistically Balanced

Campus Life is committed to helping students as they wrestle with issues they face, both big and small, while pursuing a balanced life: mentally, physically, spiritually, and socially.

Individually Focused

Campus Life knows the journey of adolescence is different for everyone. We are committed to coming alongside students, meeting them where they are, in order to help them navigate these years.